

Training

Quick Reference Card - So that's how! Great PowerPoint features

Browse for a template

To browse:

1. Open the Microsoft® Office PowerPoint® presentation you want to apply a design template to.
2. Select the slide or slides that should get the template (see guidelines for selecting under "How the template gets applied," below).
3. In the **Slide Design** task pane, click **Browse**, and select the .pot, .ppt, or .pps file that has the template you want.
4. Click **Apply**.

How the template gets applied

Select one slide: The design template is applied to all the slides that currently use the same template as the selected slide.

Select multiple slides: The template is applied to just those slides.

If there's a group of slides using the same design template, and you want to browse for a template that will apply to just one of those slides, do the following. First apply a unique template to the one slide—select just that slide, point to any template in the **Slide Design** task pane and click its arrow, then click **Apply to Selected Slides**. With that slide thumbnail selected, click **Browse** and follow the process for applying the design template. It will affect just your selected slide.

Click this link to get more information about [customizing templates and saving them as .pot files](#).

Use title master styles

To get title master styles on a slide, insert the **Title Slide** layout.

1. Select the slide thumbnail you want to get the layout, and display the **Slide Layout** task pane (**Format** menu, **Slide Layout** command—or, right-click a slide thumbnail and click **Slide Layout**).
2. Click the **Title Slide** layout (it's the first one) in the pane. The ScreenTip tells the layout type.

Customize the title master

To make changes directly to the title master:


1. On the **View** menu, point to **Master**, and click **Slide Master**.
2. Click the title master thumbnail to display the title master.
3. Make the changes you want to the title master.

If there is no title master in master view, insert one:

In master view, on the **Insert** menu, click **New Title Master**.

Optimize images

To use **Compress Pictures**:

1. Select the picture you want to optimize.
2. On the **Picture** toolbar, click the **Compress Pictures** button .
3. Select options.
 - **Change resolution:** Reduces resolution to 96 dots per inch (dpi) for Web or screen output and 200 dpi for printed output; can reduce image quality.
 - **Compress pictures:** Reduces color format, if possible, without loss to image quality.
 - **Delete cropped areas:** Tosses out parts you've cropped from an image so extra information doesn't inflate the image's file size.

Package to a CD or folder

To bundle files to a CD or folder:

1. Open the presentation you want to package.
2. On the **File** menu, click **Package for CD**.
3. Add files you want and select and clear any options for the package.
4. Click either **Copy to folder** or **Copy to CD**.

Good uses for copying to a folder

Makes the presentation portable so that it can be shared on a file server.

Enables you to burn to a CD if you have Windows 2000 instead of Windows XP or later. You can package your files to a folder and burn the folder to a CD using a third-party CD-burning program.

Lets you check the size of your packaged files before you begin burning to the CD. After copying to a folder, you'd check its properties (right-click the folder, click **Properties**, **General** tab) to see the disk space used.

Embedding fonts

If you want to know whether a font you're using can be embedded or not, you can choose an option in the **Options** dialog box (**Tools** menu) to always embed fonts. Then, if a font won't embed, you'll get a message about that when you save your file.

1. On the **Tools** menu, click **Options**.
2. On the **Save** tab, select the **Embed TrueType** fonts check box.

For more about embedding fonts, see PowerPoint Help.

Password options and security

For more information about password options in Office and about security in relation to passwords, see the course "Security in Office."

Also, see this link: [Microsoft Security and Privacy Web site](#).

Scenarios for how packaged presentations play

There are a couple of different scenarios to consider for how your packaged presentations will play, depending on whether the package is copied to a CD or folder and what automation is in place.

If you package your files to a CD and include the PowerPoint Viewer, and you've selected to either play the presentations automatically or play the first one automatically, then the CD, when inserted, automatically plays your presentations in the order you've specified. That's assuming the Windows "autoplay" setting for the CD drive is not turned off. If "autoplay" for the CD drive is turned off, a person double-clicks the play.bat file that's included in the package to launch the viewer and automatically play the presentations.

If you've included the viewer and chosen the option to let the user select which presentation to view, and "autoplay" is on for the CD drive, the viewer is automatically launched and offers a prompt for which presentation to view. If "autoplay" is off, double-click the viewer file, pptview.exe, to start the viewer.

If you package your files to a folder or network share; you include the viewer; and you specify that presentations should play automatically or at least the first one should, the play.bat file is included in the package. A person can simply double-click that to start the presentations playing in the viewer.